



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 04-20, Table 031 - Special Rate Table 0029

Date: December 22, 2004

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to provide agencies with information about the Washington, D.C., clerical special salary rates which are contained in Special Rate Table 0029 in Table Management System (TMGT) Table 031, Special Pay Converters. This special rate table is authorized for positions at the GS-02 through GS-07 level in the Washington metropolitan area in occupational series 0312, Clerk-Stenographer; 0322, Clerk-Typist; 0326, Office Automation Clerk; or, 0356, Data Transcriber. Additionally, the Office of Personnel Management (OPM) has authorized this special rate table for other positions at the GS-02 through GS-07 level in the Washington metropolitan area if those positions require the use of the above clerical skills as designated by a parenthetical of Data Transcription, Office Automation, Stenography, and/or Typing in the official title.

From 1993 to the present, other occupational series have been erroneously entered in Table Management (TMGT) Table 031, for Special Rate Table 0029 in lieu of utilizing an OPM approved parenthetical. As a result, there are many employees being paid under Special Rate Table 0029 via an erroneous occupational series without an authorized parenthetical.

Listed below are the actions required by agencies to correct those employees who are being paid incorrectly or erroneously.

Verification of Special Rate Entitlement

No review or changes are needed for employees in the 0312, 0322, 0326, or 0356 series at the GS-02 through GS-07 levels. No review or changes are needed if an employee's Position Management System (PMSO) record is properly coded with the 0029 Special Rate Table and utilizing one of the clerical designations below in the official suffix field.

For covered positions outside the designated series, the agency must enter one of the following official title suffix codes in the PMSO master record in addition to entering the Special Rate Table 0029 in the PMSO individual position record:

- **B** (Data Transcription)
- **C** (Office Automation)

- *E* (Stenography/Office Automation)
- *T* (Typing)
- *Y* (Stenography)

Positions in occupational series other than 0312, 0322, 0326, and 0356, and without one of the above parentheticals in their official title, are not covered by the Washington, D.C., clerical Salary Rate Table 0029. An agency must review the employee's official duties to determine the employee's entitlement to the Washington, D.C., clerical special Salary Rate Table 0029 if the employee's position is (1) not classified in one of the occupation series identified above, (2) coded with SSR Table 0029 in PMSO, or (3) not coded with one of the official suffix codes listed above.

If an employee should not have been covered by Table 0029, the agency must delete the Table 0029 from the PMSO individual position record, process a History Correction Update Processing System (HCUP) package to correct the employee's pay rate determinant (PRD) and salary on the database, and either waive or collect the salary overpayment to the employee. **Note:** If this action is not taken by the agency, the employee's next personnel action processed will fall into suspense due to system edits resulting from TMGT changes. This includes system-generated pay raises.

A FOCUS report has been set up in the National Finance Center's (NFC) library under the title SSR0029N to assist agencies in identifying employees being paid incorrectly or erroneously.

Personnel Edit Subsystem Edit Messages (PINE) Edit

When the data entered in the PRD code field indicates that the employee is entitled to receive a special salary rate under 5 U.S.C. 5305 (PRD Codes 5, 6, E, F) and the individual position master record indicates that the Special Rate table is 0029, there are two edit paths. In path 1, the data entered in both the Occupational Series code and Duty Station code fields in PMSO must be located in TMGT Table 031. In path 2, the occupational series is not needed if (1) one of the approved parentheticals is entered for the official position suffix code and (2) the duty station is in the Washington metropolitan area. PINE Error Message 485, Occupational Series And/Or Duty Station Not Valid, has been modified to reflect the requirement for the suffix code and pay table code in PMSO for Special Rate Table 0029.

Table 031 Updates

Updates have been processed for TMGT Table 031 for Special Rate Table 0029. Therefore, agencies must correct PMSO for affected employees before processing additional actions on them or the action will fail the PINE edits. Please ensure that PMSO records for these employees are corrected prior to the processing of the pay adjustment in Pay Period 1. Otherwise, pay adjustment actions on these employees will also fail the PINE edit.

Note: Future updates to Table 031 should be coordinated through agency representatives.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about payroll/personnel processing to the Payroll Operations Branch at **504-255-4630** .



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Attachment

Special Rate Tables With Parentheticals (Table 031)

Listed below are special rate tables, issued by the Office of Personnel Management, with one or more specific occupational series and any occupational series containing office automation, typing, stenography, or data transcription parentheticals.

- Special Rate Table 0010 - San Jose, Santa Clara, California
 - Covered Series: 0318, 0322, 0326, 0356; GS-2 through GS-7
 - Agencies: AG, DHS, DOC, DOJ, TR
- Special Rate Table 0024 - San Francisco, California
 - Covered Series: 0312, 0318, 0322, 0326, 0356; GS-2 through GS-6
 - Agencies: FC, FW, HUD, SBA, AG, DOC, DOJ, DHS, TR, MSPB
- Special Rate Table 0029 - Washington Metropolitan Area
 - Covered Series: 0312, 0322, 0326, 0356; GS-2 through GS-7
 - Agencies: Most agencies
- Special Rate Table 0047 - New Jersey/New York
 - Covered Series: 0312, 0318, 0322, 0326, 0356; GS-2 through GS-7
 - Agencies: DHS, Tr, AG, DOC, DOJ, HUD, SBA
- Special Rate Table 0070 - Los Angeles, California
 - Covered Series: 0312, 0318, 0322, 0326, 0356; GS-2 through GS-7
 - Agencies: DOC, DOJ, HUD, SI, AG, FCC, DHS, SBA, TR
- Special Rate Table 0071 - Orange County, California
 - Covered Series: 0312, 0318, 0322, 0326, 0356; GS-2 through GS-7
 - Agencies: DOC, DOJ, HUD, DHS, SBA, TR
- Special Rate Table 0113 - Miami, Florida
 - Covered Series: 0312, 0318, 0322, 0326, 0356, 0986; GS-2 through GS-6
 - Agencies: DOC, DOJ, HUD, DHS, SBA, TR, AG, FCC
- Special Rate Table 0119 - Chicago, Illinois
 - Covered Series: 0312, 0318, 0322, 0326, 0356; GS-2 through GS-5
 - Agencies: DOC, DOJ, HUD, AG, FCC, DHS, SBA, TR, CCR, FMCS, MSPB
- Special Rate Table 0125 - Minnesota
 - Covered Series: 0312, 0318, 0322, 0326, 0356; GS-2 through GS-5
 - Agencies: DOC, DOJ, HUD, AG, FCC, DHS, SBA, TR, FMCS

- Special Rate Table 0154 - Mercer County, New Jersey
 - Covered Series: 0312, 0318, 0322, 0326, 0356; GS-2 through GS-5
 - Agencies: AG, DHS, TR
- Special Rate Table 0187 - Westchester County, New York
 - Covered Series: 0312, 0322, 0326, 0356; GS-2 through GS-6
 - Agencies: DOJ, DHS, TR
- Special Rate Table 0255 - Monmouth, New Jersey
 - Covered Series: 0312, 0322; GS-2 through GS-5
 - Agencies: AG, DOC, DOJ
- Special Rate Table 0282 - Annapolis, Maryland
 - Covered Series: 0312, 0322, 0326, 0356; GS-2 through GS-6
 - Agencies: DOJ
- Special Rate Table 0284 - New Jersey/New York
 - Covered Series: 0312, 0318, 0322, 0326, 0356; GS-2 through GS-5
 - Agencies: TR-IRS
- Special Rate Table 0348 - New York
 - Covered Series: 0312, 0322, 0326, 0356; GS-2 through GS-6
 - Agencies: DHS
- Special Rate Table 0484 - Howard County, Maryland
 - Covered Series: 0303, 0312, 0322, 0326, 0356; GS-2 through GS-6
 - Agencies: AG, FCC